

# United States Court of Federal Claims

## ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM



This form shall be used to register for accounts on the Courts' Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system.

The following information is required for registration (**PLEASE TYPE**):

First/Middle/Last Name: \_\_\_\_\_

Attorney Bar # and State (if available): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Does your E-mail Software support HTML messages? Yes \_\_\_\_\_ No \_\_\_\_\_  
(contact you local IT staff if uncertain)

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The system is for use only in cases designated by the U.S. Court of Federal Claims. The system may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Attorneys must be a member of the court's bar to register.

3. An attorney's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney to change their password immediately and notify the court.
4. Each attorney desiring to file pleadings or other papers electronically must pass an on-line CM/ECF certification test before the court will issue an account ID and password. The test is located at <http://www.uscf.uscourts.gov/cmecf/attycert/attycertaccessdb/index.html>.
5. Attorneys must be trained before using CM/ECF. See training materials and options on the court's public website at <http://www.uscf.uscourts.gov/cmecf.htm>.
6. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site at <http://pacer.psc.uscourts.gov>.
7. By this registration, the undersigned agrees:
  - a. To abide by all of the rules and regulations in the most recent General Order and User Guide for Attorneys currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.
  - b. To consent to service by electronic means.

This completed Registration Form must be accompanied by a cover memorandum on official law firm letterhead signed by the registrant. Completed registration packets shall be faxed to: 202-208-4953, Attention: ECF Attorney Registration

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Date

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Attorney Signature

The court will send your login ID and password via email to the address listed on this form.